ASSIGNMENT 1

Textbook Assignment: "Administrative Functions," chapter 1, pages 1-1 through 1-31.

1-1. Within the Navy, which of the following types of communications are most common?

1. Directives
2. Memorandums
3. Naval letters
4. All of the above

1-2. For the basic instructions on typing naval correspondence, what instruction should you use?

1. SECNAVINST 5215.1
2. SECNAVINST 5216.5
3. SECNAVINST 5210.11
4. OPNAVINST 5510.1

1-3. If printed letterhead stationery is not available, which of the following types of paper should be used?

1. Plain bond paper
2. Bond paper with typed letterhead only
3. Bond paper with stamped letterhead only
4. Both 2 and 3 above

1-4. What instruction gives guidance for the format and style of letterhead stationery?

1. SECNAVINST 5215.1
2. SECNAVINST 5216.5
3. SECNAVINST 5602.6
4. OPNAVINST 5510.1

1-5. The left and right margins on all naval letters should be what size?

1. 1/2 inch
2. 3/4 inch
3. 1 inch
4. 1 1/2 inches

1-6. Of the identification symbols that may be used on correspondence for refrenece purposes which of the following symbols is not an identification symbol?

1. Classification
2. Serial number
3. SSIC
4. Date

1-7. The standard subject identification code is on naval correspondence for which of the following reasons?

1. It indicates official correspondence
2. It identifies the originator of the correspondence
3. It represents the subject of the correspondence
4. It indicates where the correspondence must be filed

1-8. A serial number is required on all classified correspondence.

1. True
2. False

1-9. Serial numbers on correspondence start a new sequence of consecutive numbers at what point?

1. After you reach 100
2. After you reach 999
3. At the beginning of each calendar year
4. At the beginning of each fiscal year

1-10. The date on official correspondence should be typed or stamped when the correspondence is

1. written in the rough
2. typed in the smooth
3. submitted for signature
4. actually signed

1-11. The heading of official correspondence contains all of the following elements except which one?

1. Date
2. Subject
3. References
4. Enclosures

1-12. The requirement for an endorsement is indicated by what part of a naval letter?

1. The To line
2. The Via line
3. The From line
4. The Copy to line

1-13. When a letter has more than one via addressee, the order in which the letter should be sent to each via addressee is shown in what way?

1. Arabic numerals followed by a period
2. Small letters followed by a period
3. Arabic numerals enclosed in parentheses
4. Small letters enclosed in parentheses

1-14. If there is not enough time for a letter to progress through the via addressees in time for the action addressee to complete action, you should take which of the following actions?

1. Send the original letter directly to the action addressee only
2. Send the original letter to the action addressee and copies to the via addressees
3. Send an advance copy to the action addressee
4. Both 2 and 3 above

1-15. Regarding the subject line, all of the following statements are incorrect except which one?

1. The subject line is typed in bold letters
2. The subject line should be 10 words or less
3. The subject line starts three lines below the previous line
4. The subject line should be similar to the incoming letter

1-16. In a naval letter, which of the following elements may be considered as references?

1. Meetings
2. Publications
3. Telephone calls
4. All of the above

1-17. In a naval letter, references should be listed in what order?

1. Numerical
2. Alphabetical
3. Importance of subject
4. Sequence in which they are mentioned in the text

1-18. Enclosures should be identified by which of the following methods?

1. Enclosure ONE
2. Enclosure (1)
3. Enclosure A
4. Enclosure (a)

1-19. Regarding the signature line, all of the following statements are incorrect except which one?

1. It does not contain the grade or the functional title of the signing official
2. It should start 10 spaces to the right of center page
3. It should start 10 spaces from the left margin
4. It should be typed in small letters

1-20. When a facsimile signature stamp is used, what, if anything, should be added beside the stamped signature?

1. Your signature only
2. Your signature and the word for
3. Your initials
4. Nothing

1-21. What is the proper way to identify who is to receive a copy of a naval letter?

1. COPY-TO
2. Copy-To
3. Copy To:
4. Copy to:

1-22. What is a multiple-address letter?

1. A letter sent to more than one command
2. A letter having more than one return address
3. A letter having more than one action addressee
4. All of the above

1-23. A joint letter is a naval letter that is signed by officials of two or more activities.

1. True
2. False

1-24. An endorsement may be used for all but which of the following reasons?

1. To return a letter to the originator
2. To forward the letter to the next via addressee
3. To make comments on the contents of the letter
4. To provide approval on the contents of the letter

1-25. In an endorsement, what is the proper way to list new references?

1. Start with the number 1
2. Start with the letter a
3. Assign a letter continuing with the sequence used in the earlier correspondence
4. Assign a number continuing with the sequence used in the earlier correspondence

1-26. Correspondence used for informal communications between subordinates within the same command is a

1. message
2. naval letter
3. memorandum
4. NAVGRAM

1-27. When plain bond paper is used for a memorandum, the word *MEMORANDUM* should be typed at what place on the paper?

1. At the bottom left margin
2. At the top center of the page
3. At the left margin below the typed letterhead or the security classification
4. At the right margin below the typed letterhead or the security classification

1-28. If the subject of an informal memorandum is significant, there is no need to keep a file copy.

1. True
2. False

1-29. What instruction establishes the directive issuance system and gives detailed directions on formats and writing style?

1, SECNAVINST 5211.1
2. SECNAVINST 5215.1
3. SECNAVINST 5216.11
4. OPNAVINST 5510.1

1-30. An instruction is issued when it meets all of the following criteria except which one?

1. Establishes policy
2. Assigns a mission or a task
3. Establishes a reporting requirement
4. Requests comments, approval, or information

1-31. Which of the following documents is/are NOT part of the Directives Issuance System?

1. Navy Regulations
2. Top Secret documents
3. Operational plans and orders
4. All of the above

1-32. A directive issued by the Navy with continuing reference value is what type of directive?

1. Order
2. Notice
3. Regulation
4. Instruction

1-33. An instruction remains in effect for what maximum period of time?

1. 6 months
2. 1 year
3. 2 years
4. Until canceled by the originator

1-34. A notice is a directive of a one-time nature that contains information or action for a brief period and is issued with which of the following conditions?

1. A 6-month effective date
2. A self-canceling provision
3. A continuing reference value
4. A transmittal instruction change

1-35. A directive identification symbol includes which of the following information?

1. Serial number
2. Issuing authority
3. Declassification date
4. All of the above

1-36. Navy directives can be assigned which of the following security classifications?

1. For Official Use Only
2. Confidentlal only
3. Confidential and Secret only
4. Confidential, Secret. and Top Secret

1-37. In the directive OPNAVINST 5510.lH, what clement indicates the revilsion of the instruction?

1. 5510
2. .1
3. .1H
4. H

1-38. The primary responsibility to determine the distribution requirement lies with which of the following entities?

1. The typist
2. The drafter
3. The issuing command
4. The person signing the document

1-39. Distribution is selected on the basis of which of the following factors?

1. Need to act
2. Need to know
3. Both 1 and 2 above
4. Nice to know

1-40. Where urgent communications and speed are of primary importance, which of the following communications forms should you use?

1. An instruction
2 A naval letter
3. A message
4. A notice

1-41. As a Mineman, you will normally draft which of the following types of messages?

1. Single address only
2. Single and multiple address only
3. General and multiple address only
4. General, single. and multiple addresses

IN ANSWERING QUESTIONS 1-42 THROUGH 1-45. SELECT FROM THE FOLLOWING LIST THE INDIVIDUAL RESPONSIBLE FOR THE ACTION DESCRIBED IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE OR NOT AT ALL.

A. Originator
B. Releaser
C. Drafter
D Addressee

1-42. What person irresponsible for the selection of message precedence?

1. A
2. B
3. C
4. D

1-43. What person is responsible for the validation of the contents of a message?

1. A
2. B
3. C
4. D

1-44. What person is responsible for the proper addressing of a message?

1. A
2. B
3. C
4. D

1-45. What person is responsible for readdressing a message to another activity?

1. A
2. B
3. C
4. D

1-46. In determining the precedence to assign to a message, which of the following factors is the most important?

1. Urgency
2. Number of addressees
3. Importance of the subject
4. Seniority of the originator

1-47. What precedence is the highest normally authorized for administrative messages?

1. ROUTINE
2. PRIORITY
3. IMMEDIATE
4. FLASH

1-48. What precedence is identified by the prosign Z?

1. PRIORITY
2. IMMEDIATE
3. FLASH
4. EMERGENCY COMMAND

1-49. What is the SOS objective of an IMMEDIATE message?

1. 10 minutes
2. 30 minutes
3. 3 hours
4. 6 hours

1-50. A message is released for transmission at 0532 Greenwich Mean Time on 28 October 1993. What is the correct DTG assigned to the message?

1. 0532Z 28 OCT 93
2. 28OCT93 0532Z
3. 280532Z OCT 93
4. 028532Z OCT 93

1-51. Who may readdress a message for action to another activity?

1. The originator only
2. The action addressee only
3. The originator or the action addressee
4. The information addressee

1-52. When an actual or simulated emergency arises, the volume of messages is reduced by which of the following methods?

1. MINIMIZED is imposed
2. NAVGRAMs are used
3. Naval letters are used
4. All of the above

1-53. The disclosure of information that could result in serious damage to the United States should have what classification?

1. Secret
2. Top Secret
3. Confidential
4. For Official Use Only

1-54. Regulations and guidance for classifying infer-mation are contained in which of the following documents?

1. OPNAVINST 5510.1
2. OPNAVINST S5513.7
3. SECNAVINST 5215.1
4. SECNAVINST 5600.21

1-55. What is the purpose of marking classified material?

1. To inform the holder of the classification level only
2. To inform the holder of the degree of protection required only
3. To inform the holder of the classification level and to assist in extracting information only
4. To inform the holder of the classification level and the degree of protection required and to assist in extracting information

1-56. The overall classification of a document is

1. typed at the upper left and lower right corners of the first page
2. stamped in red at the upper left and lower right comers of the first page
3. typed at the upper left of the first page only
4. typed at the upper left of the first page and stamped at both top and bottom centers on all pages

1-57. Each paragraph of a classified document is marked to show its level of classification.

1. True
2. False

1-58. The standard declassification markings are placed at what location on a document?

1. Bottom center on the first page
2. Bottom left margin on the first page
3. Top center on the first page
4. Top left margin on the first page

1-59. To ensure that correspondence requiring action is completed, it should be routed through the chain of command by which of the following methods?

1. With a route stamp placed on it
2. With the original route sheet attached
3. Both 1 and 2 above
4. With the duplicate route sheet attached

1-60. To aid in the filing of correspondence, the Navy has established a coding system in what publication?

1. SECNAVINST 5210.11
2. SECNAVINST 5215.1
3. SECNAVINST 5216.1
4. OPNAVINST 5510.1

1-61. The SSIC system identifies what total number of subject groups?

1. 16
2. 13
3. 5
4. 4

1-62. A naval letter carries an SSIC of 4510. What is the major subject of the letter?

1. Logistics
2. General Material
3. Ordnance Material
4. Operations and Readiness

1-63. Information on miscellaneous ordnance equipment is filed under what major subject series number?

1. 1000
2. 2000
3. 4000
4. 8000

1-64. The Mk 67 mine is identified by what subject code?

1. 8500
2. 8510
3. 8551
4. 8553

IN ANSWERING QUESTIONS 1-65 THROUGH 1-69, SELECT FROM THE FOLLOWING LIST THE PROGRAM THAT DESCRIBES THE ACTION IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE.

A.   Spreadsheet
B.   Word processing
C.   Data management

1-65. What program performs specific calculations?

1.   A
2.   B
3.   C

1-66. What program combines one record with another?

1.   A
2.   B
3.   C

1-67. What program stores and retrieves text?

1.   A
2.   B
3.   C

1-68. What program generates reports?

1.   A
2.   B
3.   C

1-69. What program is useful for repetitive documents?

1.   A
2.   B
3.   C

1-70. All of the following computer items are considered as hardware except which one?

1.   Printer
2.   Monitor
3.   Keyboard
4.   Floppy disk

1-71. Which of the following computer items is considered as software?

1.   Floppy disk
2.   Keyboard
3.   Monitor
4.   Printer

1-72. In ACN 3/C, what does the number 3 indicate?

1.   Third revision
2.   Third permanent change
3.   Third change of revision C
4.   Third ACN released since the last permanent change

1-73. A permanent change is issued as a complete publication and supersedes all previous issues.

1.   True
2.   False

1-74. All technical manual deficiency reports are monitored by which of the following commands?

1.   COMOMAG
2.   COMINEWARCOM
3.   NAVMINEWARENGACT
4.   NAVSEADATASUPACT